

CONSTRUCTION PROJECT MANAGER/ SENIOR CONSTRUCTION PROJECT MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional construction related project management services for Capital Improvement Projects in the design, investigation, and construction of public works and related projects; and to act as project manager of assigned projects.

Supervision Received and Exercised:

Construction Project Manager

Receives general supervision from higher level engineering staff or from other supervisory or management staff.

May exercise technical or functional supervision over technical engineering staff.

Senior Construction Project Manager

Receives direction from higher level engineering staff or from other supervisory of management staff.

Exercises functional and technical supervision over technical engineering staff. May exercise direct supervision over technical engineering staff.

Distinguishing Characteristics:

Construction Project Manager

This is the entry level class in the construction project manager series not requiring registration. Incumbents of this class perform the moderately difficult professional work for construction management. Construction Project Managers are normally considered to be on a continuing training status, and as assigned responsibilities and breadth of knowledge increase with experience and registration is received, may reasonably expect their positions to be reassigned to the next higher class of Senior Construction Project Manager.

Senior Construction Project Manager

This is the journey level class within the construction project manager series requiring registration. Employees within this class are distinguished from the Construction Project Manager by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate. Incumbents are expected to complete complex engineering assignments requiring the use of judgment and initiative in development solutions to problems, interpreting general policies, and determining work assignments. Employees at this level received only occasional instruction or assistance as new and unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in the class are flexibly staffed and are normally filled by advancement from the lower class of Construction Project Manager, or when filled from the outside, require prior advanced technical or professional engineering work experience. Registration as a professional engineer (Civil) in the State of Arizona is preferred.

Essential Functions:

Duties may include, but are not limited to, the following:

- Manage project construction through communication with City staff, design and construction teams; coordinate project construction activities with other City departments, divisions and sections and with outside agencies including consultants, engineers, developers and contractors; review project progress and ensures project conforms to user requests; oversee progress and quality of construction; interprets design intent and facilitate solutions;
- Maintain the project budget during construction, monitor or prepare contract amendments, contractor change orders, contingency funds and evaluates progress of payments; Track project budget costs and makes recommendations for revision when appropriate;
- Facilitate or execute effective pre-construction meetings and partnering sessions to establish project protocol and compliance with building codes, other agency permits, and project goals;
- Estimate construction costs for public works projects including water and sewer lines, storm drains, irrigation facilities, sprinkler systems, paving projects and other street improvements, large scale City facilities and buildings, various park projects, and related projects and prepares budgets for future projects; Review design plans for value and errors and omissions;
- Monitor and assure that accurate sets of construction contract documents for assigned construction projects are maintained, inclusive of changes by addendum or change orders; Promote the preparation and effective completion of punch list items; prepares and executes warranty work protocol;

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Construction Project Manager / Sr Construction Project Manager (continued)

Facilitate start-up orientations and equipment operation; Prepare or coordinate the preparation of documents to obtain purchase orders to acquire necessary building elements in early occupancy stages;

- Work in a safe manner and reports unsafe activity and conditions. Follow City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Public Works Safety Program Handbook;
- Provide technical and professional engineering support services relative to assigned area of responsibility; provide assistance in the interpretation of plans and resolutions of problems during construction; review as-built plans to ensure compliance with original plans and specifications;
- Prepare construction related special engineering studies and reports; perform special assignments on engineering problems as necessary; prepare specific studies for council presentation and other City sponsored study groups
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Construction Project Manager

Three years experience in construction management, civil engineering or directly related to the core functions of this position.

Senior Construction Project Manager

Five years experience in construction management, civil engineering or directly related to the core functions of this position.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in construction management, civil engineering or a degree related to the core functions of this position.

Licenses/Certifications:

Senior Construction Project Manager

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Construction Project Manager / Sr Construction Project Manager (continued)

Possession of a Certificate of Registration as a professional engineer (Civil) in the State of Arizona is preferred.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 372 / 387

Status for both: Exempt / Classified